**INSTRUCTIONS FOR COMPLETING US CUSTOMS FORMS**

**3299 Declaration for Free Entry**

|  |  |
| --- | --- |
| Part I | 1. **Your full name as it appears on your passport** 2. **Your date of birth** 3. **The date that you will arrive in the U.S.** 4. **Your U.S. address (should be your temporary address or permanent address. If you do not have a temporary or permanent address you may use the office address without the company name)** 5. **This is where you (not your household goods) will arrive and clear customs in the U.S.** 6. **The airline and flight number of your flight into the U.S.** 7. **Any family members that are traveling with you** 8. **Leave this section blank** |
| Part II | 1. **Check “Is” or “Was” (as applicable)** 2. **Country of residence** 3. **The length of time you lived there prior to coming to the U.S.** 4. Check your residency status as of the time of your arrival in the U.S.   10.   1. **Check boxes 1 and 2  (as applicable)** 2. **If you are a returning U.S. resident, check this box (as applicable)** 3. **If you are not a returning U.S. resident, check boxes 1 and 2  (as applicable)** |
| Part III | Leave blank  1. **Leave blank** |
| Part IV | 1. Check the boxes for items contained in your shipment (as applicable) 2. Check the boxes (as applicable)    * 1. If you have any household effects in your shipment that are less than 1 year old, check this box. (Please note, you will likely be charged duties on all household effects that are purchased overseas and used less than one year.)      2. If you have any household effects in your shipment that are over 1 year old, check this box. (These items will be released by customs duty free.) 3. This is applicable to U.S. citizens only: 4. If you have any personal effects that were purchased abroad, check this box. (Please note you will likely be charged duties on all personal effects purchased overseas regardless of how old they are.) 5. If you have any foreign-made items in your shipment that were either purchased in the U.S. and taken abroad on this trip or purchased abroad on a previous trip and already declared upon a prior importation, check this box. 6. If your shipment contains foreign-made items that were taken abroad for repairs or alterations, check this box. 7. Any and all items declared under A, B, or C are to be listed here:    * 1. Classify each item as either A: 1-6, B: 7-8, or C: 9-11      2. List the general description of each particular item.      3. Declare the value or purchase price of each item.      4. Declare the date and location of purchase (month/year and country of purchase). |
| Part V | Leave blank  1. **Leave blank** |
| Part VI | 1. **Mark “B” "Importer"** 2. **Sign** 3. **Date** |

**INSTRUCTIONS FOR COMPLETING US CUSTOMS FORMS**

**Supplemental Declaration for Unaccompanied Personal and Household Effects**

|  |  |
| --- | --- |
|  | **Please print or enter your full name as it appears on your passport** |
|  | **Your date of birth** |
|  | **Your citizenship** |
|  | **Please enter the country that issued your passport and the passport number** |
|  | **Only applicable if you are a returning US citizen** |
|  | **Only applicable if you are a resident alien of the US** |
|  | **Please provide your US address: (needs to match  #4 on the 3299 Form)** |
|  | Please provide your overseas address |
|  | Please enter “job transfer” unless you have a different reason. |
|  | Company you work for |
|  | Your job title |
|  | This is how long you've worked for your employer. If you are a new hire please write that |
|  | What does your company do? |
|  | This could be a recruiter, HR person or a manager at your company. Please provide their name and telephone number. |
|  | Leave blank |
|  | Leave blank |
|  | Check “Importer” |
|  | **Sign** |
|  | **Date** |

**INSTRUCTIONS FOR COMPLETING US CUSTOMS FORMS**

**Customs Power of Attorney**

|  |  |
| --- | --- |
| ➊ | **Please check or click “Individual” at the top right** |
| ➋ | Please print or enter your Social Security Number |
| ➌ | Please print or enter your full name as it appears on your passport |
| ➍ | Please print or enter your US Address (This needs to match #4 on the 3299 Form and #7 on the Supplemental Declaration Form) |
| ➎ | Please sign your name |
| ➏ | Please print or enter your job title |
| ➐ | Please print or enter the date |